

The AFSCME-Local 411 bargaining unit represents this position. Therefore, there may be contract language, which could require consideration in the selection process.

**MACOMB COUNTY**

**VACANT POSITION POSTING**

**CLASSIFICATION TITLE:** Specialist I- Crisis Center

**OPENING DATE: 09-21-06**

**CLOSING DATE: 10-04-06**

**DEPARTMENT:** Macomb County Community Mental Health

**SALARY RANGE:** \$33,434.13 to \$41,792.66

**CURRENT HOURS AND STARTING TIME:** Full-time (37.5 hours per week) position; the starting time for this position currently is 8:30 a.m.

**F.L.S.A. STATUS:** Non-exempt

**APPOINTING AUTHORITY:** Executive Director

**GENERAL RESPONSIBILITIES:**

The employee in this classification, under the direction of the Crisis Center Supervisor or an assigned supervisor, oversees the operations of the crisis telephone service during assigned shifts, provides supervision for volunteers during assigned crisis telephone shifts; provides information and referrals to a diverse consumer population; provides public education and consultation services to the community on various topics; performs related duties as assigned.

**ESSENTIAL FUNCTIONS:**

- Oversees the operations of the crisis telephone service during assigned shifts.
- Supervises volunteers and part-time counselors providing telephone counseling and completing required documentation.
- Provides consumer case management, developing case guidelines for special types of callers and maintaining consumer files.
- Maintains the Crisis Center's statistical record keeping system, provides reports as needed.
- Provides public education and consultation services on suicide prevention, sexual assault awareness and prevention to schools and various community groups.

**ESSENTIAL FUNCTIONS (continued):**

- Coordinates interpreting services for consumers who are hearing impaired or have limited English proficiency, including setting up and confirming appointments, maintaining positive agency relations and submitting invoices to administration.
- Coordinates and maintains records of publicity and community relation activities and special projects.
- Acts as a liaison to other Community Mental Health programs, various community organizations and the media.
- Conducts in-service trainings for medical, mental health and law enforcement personnel to facilitate improved treatment of sexual assault victims.
- Develops, maintains and distributes resource information on suicide prevention or sexual assault prevention to the community.
- Coordinates and provides crisis response interventions when traumatic events occur within the community.
- Assists in facilitating and supporting the Operation and special activities of the Survivors of Suicide program.
- Assists in conducting training sessions for new volunteers.
- Attends part-time staff meetings.
- Assists the in updating of Crisis Center operational policies and procedures.
- Operates an automobile while performing assigned job duties.

**ADDITIONAL FUNCTIONS:**

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

**EDUCATION, TRAINING AND EXPERIENCE:**

- A Bachelor Degree in Education, Psychology, Sociology, Human Resources, Social Work or a related field from an accredited college or university.
- A minimum of one year of experience providing crisis counseling.
- Successful completion of the probationary period for the position of Specialist I.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

**ADDITIONAL QUALIFICATIONS:**

- Considerable knowledge of the methods and terminology in the Mental Health field.
- Ability to work effectively with minimal direct supervision.
- Ability to work with others and follow directions.
- Effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships with staff and the public.
- Possession of a valid Michigan driver's license.
- Possession of an operable automobile for authorized departmental travel.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County AFSCME Local 411 employees, including full-time and part-time, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

**THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER**